

## Bulk Chemical Unloading – Best Practices and Guidance

*Are You Aware* that bulk transportation and unloading of chemicals into bulk tanks is a regular occurrence at many food plants? Care must be taken to maintain bulk unloading areas and SOPs followed in order to safely transfer product from the tanker truck to the bulk tank.

**Items to verify and check within unloading process include but aren't limited to:**

- Unloading area: Preparation of bulk unloading area prior to truck delivery
  - Are all bulk tanks properly labeled with product name, proper labeling for hazards, etc.
  - Is bulk chemical piping going to tanks properly labeled with product in tank
  - Are there locking caps on the quick couple or cabinet that houses the unloading lines, secured with locks
  - Are sewers secured in case of leaks into the containment. Need to isolate from POTW or waterways.
  - Are truck chocks available in the immediate area? Able to isolate area during unloading process
  - Is spill response equipment and safety equipment available
  - Is there a functional safety shower in the immediate area.
  
- At time of delivery and prior to unloading – **CRITICAL**
  - Plant personal should assist in the unloading process.
  - REVIEW ALL PAPERWORK! Bill of Lading, Bulk Unloading Information/Form, Labels,
  - Verify that the product customer ordered matches incoming product and volume
  - CHECK and double check the product name in the bulk tank, tanker truck, compartment number in truck
  - Verify capacity of storage tank and amount of product can safely be unloaded into the designated tank.
  - Driver prepares their truck. Plant personal verify and unlock appropriate unloading line to bulk tank.
  - Review and complete all paperwork, complete all unloading forms, Read Bill of Lading Carefully BEFORE unloading product into the tanker. Signatures and date required.
  - All individuals within the 25 feet “unloading hot zone” must wear proper PPE while unloading is in process.
  - Bulk unloading process must have personnel present when unloading is underway in the immediate area, who is able to assist and respond in the unloading process. THE DRIVER MUST REMAIN WITHIN 25 FEET AND A CLEAR VIEW OF THE UNLOADING PROCESS. THE CUSTOMER’S UNLOADING SUPERVISOR MUST MONITOR THE STORAGE TANK AND UNLOADING LINES AND NOTIFY DRIVER TO CEASE OFF-LOADING IN THE EVENT OF ANY DIFFICULTIES.

Hydrite utilizes their own fleet of bulk delivery tank trucks as well as utilizes outside, 3rd party transportation companies for deliveries.

*Are You Aware ...* It is critically IMPORTANT to have both parties (driver and customer) read and review Bill of Lading, Shipment Papers, Connections, Bulk Tank selection, and available room in storage tank BEFORE unloading! Sign and initial the paperwork before unloading confirming documents, connections, and available tank volume.